



DEPARTMENT OF SOCIAL SERVICES CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	DEPARTMENT OF SOCIAL SERVICES	RELEASE DATE:	Wednesday, November 25, 2015
POSITION TITLE:	Branch Chief, Fiscal Forecasting and Policy Branch, Administration Division	FINAL FILING DATE:	Until Filled
CEA LEVEL:	CEA A	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,453.00 - \$ 9,277.00 / Month	BULLETIN ID:	11232015_2

POSITION DESCRIPTION

Under the administrative direction of the Deputy Director of the Administration Division, this position is responsible for planning, organizing, and directing the Fiscal Forecasting and Policy Branch in the development of the Department's Local Assistance expenditure estimates for the annual Governor's Budget and subsequent May Revision. The position also has responsibility for developing and disseminating fiscal policy for all of the Department's programs.

Duties Include:

35% Recommends program and fiscal policy for the department based on the Departmental local assistance caseload and expenditure projections used in the development of the local assistance portion of the State budget for all state welfare programs for the Governor's Budget and the May Revision. Responsible for expenditures of approximately \$27 billion affecting the most politically sensitive programs in state government.

25% Establishes Branch goals and objectives and ensures that priorities are met and policies are carried out through careful planning, organizing and directing the work, so that Branch staff can operate most efficiently and effectively.

20% Participates with program managers in the development of welfare program policies. Serves as the primary source of fiscal, caseload and recipient characteristics data relative to the policy changes and legislation being considered. Participates in policy making decisions, assists the highest level managers in the administration of identifying issues which affect policy decisions and advises them on the fiscal implications of options considered.

15% Frequently serves as the Department's spokesperson to present, explain and defend the data sources, assumptions and methodologies used in preparing estimates to high level state officials within the Health and Human Services Agency, the Department of Finance, Legislative Analyst Office, the California Legislature, and officials within the Federal Department of Health and Human Services, Food and Agriculture and Congressional representatives and staff. Testifies before State legislative committees on matters pertaining to fiscal estimates prepared for the Department's budget and for legislative proposals.

5% Acts for and on behalf of the Administration Division Deputy Director on an as needed basis, and provides other necessary administrative functions as required.

MINIMUM QUALIFICATIONS

All applicants must possess the knowledge and abilities, and any other requirements, described in this bulletin.

Note: Eligibility to take a CEA examination does not require current permanent status in the civil service.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies

(experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

DESIRABLE QUALIFICATION(S)

Applications will be screened on the basis of knowledge, experience and potential to meet the following desirable qualifications:

- a) Knowledge of the CDSS organization, programs and functions, particularly those of the Administration Division.
- b) In-depth knowledge of the annual budget development and revision process.
- c) Ability to evaluate and effectively convey local assistance budget premises to internal and external stakeholders.
- d) Ability to effectively meet/negotiate with officials at the Federal, State, Agency, County, and local level.
- e) Ability to provide financial support to the Department on policy matters and advise executive management on a wide range of issues, and formulate effective courses of actions.
- f) Ability to develop financial policy and the strategies to effectively work with internal and external stakeholders in the implementation of program changes as a result of law or regulation changes.
- g) Ability to provide expert testimony and effectively represent the Department in legislative hearings, briefings, and court actions.
- h) Experience in personnel management, organizing, and directing the work of multidisciplinary professional and administrative staff.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Branch Chief, Fiscal Forecasting and Policy Branch, Administration Division**, with the **DEPARTMENT OF SOCIAL SERVICES**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of a designated screening committee established to screen the application and two-page statement of qualifications. The minimum and desirable qualifications listed on this bulletin will be used to screen the application and two-page statement of qualifications. Therefore, it is critical that each applicant includes specific information on how his/her background, knowledge and abilities meet the minimum qualifications and desirable qualifications. Based on the screening committee's evaluation of the competitive group, examination interviews will be held in JANUARY/FEBRUARY 2016. Candidates will be ranked competitively, and each candidate will be notified in writing of his/her examination results. Candidates in the top three ranks may be invited to a hiring interview.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.
- Statement of Qualifications document should have font size no smaller than Arial 11 with one inch margins.

Applications must be submitted by the final filing date to:

DEPARTMENT OF SOCIAL SERVICES, EXAMINATION UNIT/ADMINISTRATION
DIVISION

744 P STREET, MS 8-15-59, SACRAMENTO, CA 95814
LISA HUDSON | (916) 657-3473 | lisa.hudson@dss.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF SOCIAL SERVICES reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: [CEA and Exempt Appointees](#)